



STEINBAUGH PAVILION: Rules and Rental Information

Steinbaugh Pavilion, 824 Front Street, Louisville CO 80027

The Steinbaugh Pavilion is available for rental. Priority usage of the Pavilion is given to City of Louisville events or events done in partnership with the City including Street Faire, the Louisville Farmer's Market and WinterSkate. Public rentals for 2018 may be made beginning February 1, 2018 for Louisville residents and February 15 for non-residents. All rental fees are due at time of reservation. Temporary holds will not be placed on the facility. The City reserves the right to modify this rental agreement as needed to address a variety of situations and uses of this outdoor facility.

Facility Specifications

Rental of the Steinbaugh Pavilion includes:

- Stage
- Backstage Area
- Covered Pavilion
- Water spigot, located in northwest corner of pavilion
- Electrical outlets, located behind stage and in back corners of pavilion
- Overhead lighting, breaker box located in backstage area
- Additional Equipment: Rental of the Steinbaugh Pavilion does not include any additional equipment or promise its availability. Large events are encouraged to bring in tables and chairs. However, the following equipment is generally on site or in the backstage area and may be used by renters if desired:
 - 4 square picnic tables (movable, seats 8 adults)
 - 20 chairs
 - 4 tables (6' rectangular)

Special instructions

- **Special Events Permit:** Special Events Permits are available from the City Clerk's office and available [online](#). A permit is required if either of the following apply:
 - You are requesting a street closure
 - Your event has over 250 attendees
- **Port-o-lets:** One port-o-let is available on site. Events with over 100 guests must provide additional port-o-lets.
- **Trash:** One dumpster and two city trash cans are provided on site. Additional trash must be removed by renter.
- **Smoking:** Smoking is not permitted inside the pavilion.
- **Decorations:**
 - No tape, nails, staples or pushpins are permitted on the mural wall behind the stage.
 - Nothing may be attached to the netting underneath the pavilion.
- **Awning:** The awnings on the south side of the pavilion are only available for City Events and City sponsored events. A key is required to operate the awning and is not available to private renters.
- **Clean-up:** Renters are expected to leave the facility clean as they found it and put away all supplies.

- **Keys:** Keys may be picked up from City Hall 3 business days prior to your scheduled event. Following your event, please return keys to City Hall. After hours, keys may be returned via the Utility drop-box.

Parking

Guests should use available public parking. New for 2018, guests may park in the public parking lot behind the DELO retail area on Courtesy Rd and access the Steinbaugh Pavilion via the South Street Underpass.

Live Music

- Steinbaugh Pavilion is commercially zoned and Live Music Permit is not required.
- Live music is allowed until 9:30pm.

Additional Rental Area: North Parking Lot

The parking lot to the north of the Pavilion is available for rental. Lot is covered by a tent from June-August. The parking lot is covered by a large tent.

- Rental fee is \$50.
- Renter must provide proof of insurance naming the City of Louisville as “Additionally Insured.” When tent is in place, insurance must also name the Louisville Downtown Business Association as “Additionally Insured.”

Food, Drink, and Alcohol Policies

- Food is allowed and renters may use the caterer of your choice.
- Food trucks
 - Due to the close proximity of Steinbaugh Pavilion to local restaurants, food trucks must have special permission to operate at Steinbaugh Pavilion in accordance with the City of Louisville Food Truck Ordinance. For more information, please contact Lisa Ritchie, LRitchie@LouisvilleCO.gov, 303.335.4596.
 - Exception: Food trucks operating as a private catered event are allowed at Steinbaugh Pavilion without additional permissions.
- Alcohol is allowed under certain circumstances.
 - Alcohol may be given away or sold without a permit **IF** the event is a private event open only to members of the organization or club. This includes private parties with an invited guest list.
 - A Special Events Liquor Permit is required if the event is open to the public, regardless of whether the alcohol is sold or given away. Special Events Liquor Permits are only available to non-profit organizations. Permits are [online](#) and available from the City Clerk’s Office. Please allow at least 45 days for processing. For questions, contact Meredyth Muth, MeredythM@LouisvilleCO.gov, (303) 335-4536.

Cancellation Policy

- Changes and cancellations more than 10 days in advance will be charged 25% of their rental fee.
- Cancellations less than 10 days in advance will be charged 50% of their rental fee.

Questions? Contact Katie Zoss 303.335.4581, KZoss@LouisvilleCO.gov

Office located at Louisville City Hall, 749 Main St, Louisville CO 80027



STEINBAUGH PAVILION FACILITY RENTAL FORM



Reservations for 2018 begin February 1, 2018 for Louisville residents / February 15, 2018 for non - residents

Thank you for your interest in reserving the Steinbaugh Pavilion located at 824 Front Street in downtown Louisville. Reservations must be made by an adult age 21+ and the signer is responsible to ensure all guests uphold all rules of the facility (page 2 & 3). **No reservation is considered finalized until payment is received.**

Name: _____

Address: _____

Email: _____ Phone: _____

Cell phone contact for the day of the event (if different): _____

Date(s): _____

Set-up Time: _____ Event Hours: _____ Clean up: _____

Purpose of Rental: _____

Estimated Attendance: _____

Alcohol Served? _____ Food Served? _____

Will you be applying for a Special Events Permit? _____

Will you provide additional port-o-lets? (Required for events with 100+ people) _____

Are you requesting use of the North Parking Lot? (\$50 fee and insurance requirements apply) _____

Rental Fees: *Rental fees are charged once the renter takes possession of the facility and for **all hours** used. Please do not arrive early or stay late. Full payment is due at the time of reservation and a credit card will be held on-file for the damage deposit.* Reservations are not confirmed until payment has been received and processed.

Under 100 people = \$225 for 4-hour rental; \$50 each additional hour

Over 100 people = \$300 for 4-hour rental; \$75 each additional hour

Rental Fees: \$ _____ for first 4 hours + \$ _____ x _____ additional hours = \$ _____

Add \$50 for rental of North Parking Lot (if applicable) \$ _____

Total Due \$ _____

Credit Card: _____ **Exp. Date:** _____ **3-digit code:** _____

Check # _____ **Cash** _____

By signing below I state that I have read the rules regarding use of the Steinbaugh Pavilion, and agree to and am responsible for the party for which I sign:

Signature of Renter

Date

Please sign and return to Katie Zoss, KZoss@LouisvilleCO.gov, 749 Main Street, Louisville CO 80027.